

Requirements for Contractor-Owned Systems/Equipment to be Connected to the OD Network.

- All systems
 - Must be running Windows NT 4.0 or Windows 2000 professional.
 - Must be fully patched with all securities updates and OS updates.
 - Must be running McAfee 4.03 or above anti virus with the latest DAT.
 - Must be registered with OD domain.
- All users
 - Must have network accounts and login into the OD domain.
 - Must have a password-protected screensaver that automatically locks your personal workstation after *15 minutes* of inactivity.
 - Must manually lock your computer when leaving your desk.
 - Should be fully aware of, and abide by, OD and NIH's security policies as well as related federal policy contained in the Privacy Act, Freedom of Information Act, and NIH Records Management Regulations.
 - Should adhere to the HHS, NIH & OD Standards of Conduct and behave in an ethical, proficient, informed, and trustworthy manner.

Important Notes

- OD MS Office Suite software will not be loaded on contractor-owned systems/equipment.
- OIT will be responsible for connectivity issues only, all others issues will have to be handled by the owner of the system.